



February 5, 2014

Dear Applicant,

Thank you for your interest in the position of **City Secretary** with the City of Leon Valley. To ensure the proper processing of your application, the following should be submitted with your completed application:

1. Completed "Notice of Job Requirements";
2. Completed "Information Release Authorization to Obtain Criminal Records";
3. Completed "Authorization to Release Information (Private Person or Organization) to the City of Leon Valley";
4. Completed Driver Background Information; and
5. Your résumé.

To be considered for this position, **your application and all related information must be received by my office before 12:00 p.m., Thursday, February 13, 2014.** Applications that are incomplete and/or do not contain all of the information and forms requested will not be given consideration.

Again, thank you for your interest in employment with the City of Leon Valley.

Sincerely,

Crystal Caldera  
Human Resources Director  
6400 El Verde Rd  
Leon Valley, Texas 78238-2399  
[c.caldera@leonvalleytexas.gov](mailto:c.caldera@leonvalleytexas.gov)

**CITY SECRETARY**  
**City of Leon Valley, Texas**

The City of Leon Valley seeks experienced City Secretary. This position reports directly to the City Manager and is responsible for performing a wide variety of professional duties. Some specific job functions include: coordinates and conducts municipal elections, prepares City Council meeting agendas and minutes, oversees all maintenance, disposition, and release of all City records, in accordance with the Texas Public Information Act. Leon Valley is a Type A-General Law City with a Mayor and five Councilmembers, elected at-large for two-year terms. The City lies within the San Antonio metropolitan area and is a full service community with full-time Police, Fire, EMS, Library and Public Works Departments, including a Water/Sewer Department.

It is preferred that all qualified candidates have a Bachelor's Degree in Business Administration, Public Administration, or equivalent field and be certified as "City Secretary" by the Texas Municipal Clerks Certification Program; or must be able to obtain certification as a City Secretary through Texas Municipal Clerks Certification Program within four years of appointment. Five years progressively responsible experience in municipal government administration, to include experience in administering elections, open records, budgeting, and general office administration is required. All qualified candidates must be able to obtain and maintain: a current Texas voter registration card, a Texas Notary Public, a valid Texas Motor Vehicle License, and be bondable under City's public employee and fidelity bond coverage. Salary: \$42,806.40-\$60,278.40; Depending on Experience.

Applications can be located at City Hall, 6400 El Verde Road, Leon Valley, Texas 78238-2399 or at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov). Please submit a completed application, resume, and salary requirements to: Crystal Caldera, Human Resources Director, City of Leon Valley, 6400 El Verde Road, Leon Valley, Texas 78238-2399 or by fax to (210) 684-1515. Closing Date: 12:00 p.m., Thursday, February 13, 2014. "EEO/ADA"



## APPLICATION FOR EMPLOYMENT

(PLEASE TYPE OR PRINT CLEARLY)

### PERSONAL

Date \_\_\_\_\_

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Present address \_\_\_\_\_

Telephone No. (H): \_\_\_\_\_ (W): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_\_ No \_\_\_\_ (Proof of citizenship or immigration status will be required upon employment.)

Are you of the legal age to work? \_\_\_\_\_

Position(s) applied for: City Secretary

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Is any additional information relative to your use of another name necessary to enable a check on your work record? If yes, please explain. \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_, 2014.

Are there any other experiences, skills, training or qualifications which will be of special benefit in the job for which you are applying? \_\_\_\_\_

### RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA OR DEGREE
HIGH			1	2	3	4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE							<input type="checkbox"/> YES <input type="checkbox"/> NO	Credit Hrs Completed:  Degree Obtained:
OTHER							<input type="checkbox"/> YES <input type="checkbox"/> NO	

LIST BELOW **ALL** PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT. **For additional employer listings, please use separate sheet of paper.**

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

NAME AND FULL ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	Job Title: Work Description:							
TELEPHONE:								

I hereby give permission to contact the employers listed above about my prior work experience. \_\_\_\_\_

Signature

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). \_\_\_\_\_

Have you ever been discharged or forced to resign for misconduct or unsatisfactory performance from any job? \_\_\_\_ Yes

No \_\_\_\_ If yes, give the name of the employer in each instance and the reason(s). \_\_\_\_\_

**PERSONAL REFERENCES (NO FORMER EMPLOYERS, SUPERVISORS, OR RELATIVES)**

(These individuals should have known you for several years)

NAME & OCCUPATION	FULL MAILING ADDRESS	PHONE NUMBER
		H/Cell: W:
		H/Cell: W:
		H/Cell: W:

**PLEASE READ AND SIGN BELOW**

The facts set forth in my application (and accompanying resume, if any) for employment are true and complete. I understand that if employed, any false statement on this application may result in my disqualification or discharge when discovered. I further understand that this application or anything conveyed during an interview, is not and is not intended to be a contract of employment, nor does this application obligate the City of Leon Valley in any way if the City decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the City Manager has authority to enter into an agreement for employment for any specified period of time or to make an agreement contrary to the foregoing, and then only in writing by the City Manager.

In making this application for employment I authorize the City of Leon Valley or its designated individuals to make an investigative report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

In consideration of my being considered for employment and/or being employed I hereby agree to and submit to physical examinations and tests as may be required by the City, and I do hereby (1) grant release and assign unto the City, all right, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without the prior written consent of the City.

I also authorize the City of Leon Valley to furnish to any future employer or prospective employer any and all information they may request concerning my application for employment or employment with the City of Leon Valley. I hereby direct the City of Leon Valley to release such information upon request from a bearer of an authorization to release information. This release is executed with the full knowledge and understanding that this information is for the official use of the City of Leon Valley.

I also understand that this application for employment will be kept on file for a period of 6 months from the date of my application. I also understand that if I want to be considered for future employment at the end of this period of time that I will have to file a new application.

I hereby release the City of Leon Valley, as custodian of such records from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with a valid authorization and request for information or any other attempt to comply with it.

_____ Authorizing Signature	_____ Printed Name	_____ Date
--------------------------------	-----------------------	---------------



## NOTICE OF JOB REQUIREMENTS

The City of Leon Valley requires that each applicant be informed of what is expected of employees in each position with the City. Attached to this notice is a job description for the position of **"City Secretary"** with the City of Leon Valley, for which you are applying.

The City of Leon Valley is concerned with the safety, health, and well-being of all its employees. The use or misuse of alcohol, drugs, narcotics, and/or controlled substances is inconsistent with this concern and, therefore, the City requires applicants to undergo pre-employment drug screening for drugs and illegal substances. A positive test result will cause rejection of the application, unless there are extenuating circumstances, e.g., medication causing the positive result if the medication is legally prescribed by a physician as part of an approved treatment.

The City of Leon Valley is an at-will employer and does not waive the right, at any time, including in the event the applicant is employed, to discharge the employee at any time, for any reason, with or without notice, and with or without cause.

**I have read the attached job description and understand the City of Leon Valley's policies regarding drug testing and employment-at-will.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF LEON VALLEY  
JOB DESCRIPTION**

<b><u>JOB TITLE</u></b>	City Secretary
<b><u>DEPARTMENT</u></b>	City Manager's Office
<b><u>FLSA STATUS</u></b>	Exempt
<b><u>GRADE</u></b>	11
<b><u>EFFECTIVE DATE</u></b>	January 23, 2006

**JOB SUMMARY:**

Under general administrative direction of the City Manager, serves as the administrative secretary to the Mayor, City Manager, City Council and other city officials, serves as custodian of official records for the City; administers all City elections; coordinates public meetings of staff, the City Council and other city groups; attend and record proceedings of official meetings of City Council; performs related works as assigned.

**ESSENTIAL JOB FUNCTIONS:**

Provides administrative support for the Mayor, City Manager, and City Council;

Post notices of City Council meetings as required by the Texas Open Meetings Act, Chapter 551, Government Code;

Prepare and preserve the actions and records of the City Council, including ordinances, resolutions, minutes, proclamations, contracts, and deeds;

Insure that all ordinances are published when necessary and codified in a timely manner;

Maintains the official City Seal

Attends all meetings of the City Council, and of other official meetings as assigned, serving as the recording secretary of all meeting proceedings;

Publishes all required legal notices in the official newspaper of the City within the legally required time limits;

Receives, on behalf of the City, petitions, initiatives, referendums, recall proceedings, and applications for office, and verifies all applications and petitions;

Assists in the management and preparation of the budget for the Council and Manager Department;

Attest to and number, date and effect changes in official documents authorized by Council actions;

Take accurate written notes in person and from transcription tapes;

Administer oaths of office;

Answer inquiries from public and city officials regarding ordinances and status of City Council communications;

Serves as the Elections Administrator and Early Voting Clerk for all City of Leon Valley general and special elections;

Has custodial authority of all City records, directing their maintenance and disposition in accordance with records retention schedules filed with the Texas State Library and in accordance with the Texas Open Records Act, Chapter 552 and serves as the City's authority for releasing records in accordance with the procedures set forth in the Act;

Coordinates the publication of City notices and ordinances;

Coordinates the programming of marquee announcements with the Public Works Department to

Attests to City documents and permits for alcoholic beverages licenses under the TABC licensing requirements;

Serves as a member of the City's EOC for exercises, planning, and upon EOC activation to provide the public with essential information;

Makes travel arrangements for the City Manager and Council for official business conferences, meetings, and seminars;

Sit for extended periods of time writing reports, correspondence, ordinances and resolutions and compiling statistical data on computer;

Prepare studies, reports, and recommendations as directed by the City Manager;

Responsible for the efficient and safe operation of assigned area and equipment;

Use tact, diplomacy and discretion as required;

Operates vehicles and City equipment safely;

Search files, assemble information, file and retrieve from file cabinets;

Read and converse fluently in English;

Conduct work place and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken;

Assure that departmental operations are performed in concert with all applicable laws, ordinances and policies/procedures;

Communicate effectively and courteously with the City Manager, City officials, Department Heads, other employees, business representatives, and the public in person, in writing, over the internet, and by telephone;

Required to work flexible schedule, to include evenings hours, weekends, and holidays.

**OTHER JOB FUNCTIONS:**



Hold and lift up to 25 pounds of printouts, files, and supplies; and

Assists other administrative officers when needed.

**EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:**

Bachelor's Degree in Business Administration, Public Administration or equivalent field is preferred; Must receive certification as "City Secretary" by the Texas Municipal Clerks Certification Program within four years of appointment date;

Must hold and maintain a current Texas voter registration card;

Must be a Texas Notary Public;

A valid Texas Motor Vehicle License and the ability to remain eligible to drive under the City's driver evaluation program is required;

Must be bondable under City's public employee and fidelity bond coverage.

**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:**

Five years progressively responsible experience in municipal government administration, to include experience in administering elections, personnel functions, open records, budgeting, and general office administration;

Working knowledge of the: Texas Election Code, Texas Local Government Code, Texas Open Meetings Act and Texas Open Information Act;

Ability to plan, organize, coordinate, manage, control and evaluate the performance of subordinate personnel;

Effectively communicate with people of diverse cultural and educational backgrounds, including appointed and elected officials and employees at all levels;

Proficiently operate office equipment to include facsimile machine, typewriter, telephone, and personal computer equipment;

Demonstrates good prioritizing and problem solving abilities;

Ability to effectively record, document and process complex information in a timely manner;

Ability to safeguard sensitive or confidential information from intentional or unintentional disclosure;

Ability to maintain an accurate and legible record of official City business;

Ability to organize and conduct an efficient and honest election in compliance with federal, state and local laws; and

Ability to operate personal computer equipment proficiently with demonstrated expertise in word processing, spreadsheet, and presentation software programs.



**AUTHORIZATION TO RELEASE INFORMATION  
(PRIVATE PERSON OR ORGANIZATION)  
TO THE CITY OF LEON VALLEY**

**TO WHOM IT MAY CONCERN:**

I, \_\_\_\_\_, an applicant for employment with the City of Leon Valley, hereby authorize you to furnish the City of Leon Valley with any and all information they may request concerning my employment; educational records, including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records; juvenile, police, Department of Public Safety driving and court records; military records, for determination of my potential for employment and for eligibility for certain security clearances. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Leon Valley. I also understand that neither the City or its agent shall be violating my right to privacy in any manner and I hereby release them from all liability whatsoever for actions related to this investigation.

I hereby release you, as custodian of such records, any school, college, university, or other educational institution; hospital or other repository of medical records; credit bureau; lending institution; consumer reporting agency; or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request for information or any other attempt to comply with it.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.**

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, national origin or disability. Federal law also prohibits other types of discrimination such as age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

1. How long have you lived at present address? \_\_\_\_\_
2. Previous address \_\_\_\_\_  
\_\_\_\_\_
3. How long did you live there? \_\_\_\_\_
4. Are you over the age of eighteen? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, hire is subject to verification that you are of minimum legal age.
5. Have you been bonded? \_\_\_\_\_ If yes, on what jobs? \_\_\_\_\_
6. Have you ever been convicted of a crime, **including** misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? \_\_\_\_\_  
If yes, describe in full: \_\_\_\_\_  
\_\_\_\_\_
7. List any friends or relatives working for us, other than spouse. How do you know them and for how long?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
8. Will you work overtime if scheduled or requested? \_\_\_\_\_
9. Will you work weekends if scheduled or requested? \_\_\_\_\_
10. Will you be able to get to work on time each day and when called in? \_\_\_\_\_
11. How did you hear about this job opening: \_\_\_\_\_

# INFORMATION RELEASE AUTHORIZATION

## Criminal Background Check

Applicant's Name (Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Race: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I, \_\_\_\_\_, do hereby authorize any law enforcement agency to furnish the City of Leon Valley or its agent information related to my criminal history. I hereby release the City of Leon Valley and all of its agents and employees, the law enforcement agency and all employees of law enforcement agencies furnishing information, from all liability, resulting from the furnishing of this information to the City of Leon Valley. I certify that the statements made by me on this form and on all pages of the City of Leon Valley Employment Application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my consideration for employment/continued employment, and could result in disciplinary action including termination.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## DRIVER'S EMPLOYMENT BACKGROUND

NAME: \_\_\_\_\_  
LAST, FIRST MI

SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESSES FOR THE LAST THREE (3) YEARS: \_\_\_\_\_  
\_\_\_\_\_

### CURRENT DRIVER'S LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION

### DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLATBED, ETC.)	DATES OF OPERATION		TOTAL MILES OF OPERATION
		FROM	TO	

### ACCIDENT RECORD FOR PAST FIVE(5) YEARS

(ATTACH AN ADDITIONAL SHEET IF NEEDED)	DATE	NATURE (HEAD ON, ETC.)	NO. OF FATALITIES	NO. OF INJURIES
LAST ACCIDENT				
NEXT PREVIOUS				
NEXT PREVIOUS				

### TRAFFIC CONVICTIONS FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATION (CITY & STATE)	DATE	CHARGE	PENALTY

YES NO

A. Have you **ever** been denied a license, permit or privilege to operate a motor vehicle?

☐ ☐

B. Has any license, permit or privilege to operate a motor vehicle been suspended or revoked?

☐ ☐

When and Why:

IF THE ANSWER TO EITHER "A" OR "B" IS YES, ATTACH A STATEMENT OF EXPLANATION.



## VOLUNTARY DATA RECORD SURVEY

Dear Applicant:

Applicants for positions with the City of Leon Valley are treated equally, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status. At the same time, as an employer with an affirmative action program, the City of Leon Valley complies with government regulations, including affirmative action responsibilities and reports where they apply.

Government agencies periodically require reports on the status of protected employees. The purpose of this Voluntary Data Record is to comply with government record keeping, reporting, and other legal requirements. This data is for statistical analysis with respect to the success of the City of Leon Valley's affirmative action program only.

Completing this Voluntary Data Record Survey is optional. All data records are kept in a confidential file and are not a part of your Application for Employment or Personnel File.

NOTE: THE DECISION TO SUBMIT THIS INFORMATION IS VOLUNTARY.

=====

Date: \_\_\_\_\_

1. Job Title of Position Applied For: **City Secretary**

2. Check One:

Male \_\_\_\_\_

Female \_\_\_\_\_

Age: \_\_\_\_\_

Vietnam Era Veteran: \_\_\_\_\_

Disabled Veteran: \_\_\_\_\_

Disabled: \_\_\_\_\_

3. Check one of the following (ethnic/racial background):

White \_\_\_\_\_

Hispanic \_\_\_\_\_

Native American: \_\_\_\_\_

Black: \_\_\_\_\_

Asian/Pacific Islander: \_\_\_\_\_

Other: \_\_\_\_\_